

LMS file

MEMORANDUM FOR THE RECORD

17 November 1958

SUBJECT: Meeting on Blank Forms

1. The following is a record of a meeting held at [REDACTED] on Friday, 14 November 1958. In attendance were the following:

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25X1A9a	Mr. [REDACTED]	Chief, Forms Management Branch	
	Mr. [REDACTED]	Deputy Chief, Supply Division	
25X1A9a	Mr. [REDACTED]		25X1A6a
	Lt. [REDACTED]	Chief, Stock Management and Requirements Section	
25X1A9a	Mr. [REDACTED]	Deputy Chief, Stock Management and Requirements Section	
	Maj. [REDACTED]	, Chief, [REDACTED] Stock Control Section	25X1A6a

2. Purpose: The purpose of the meeting was to coordinate with the Chief, Forms Management Branch, Management Staff on a number of proposed improvements to our current "blank forms" procedures.

3. Items Discussed:

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a. Consolidation of Stock Management and Requirements Section (SM&RS) and [REDACTED] Stock Control Section (DSCS) Functions as pertains to blank forms.

The stock control and requisitioning function of SM&RS will be consolidated with the property accounting function of DSCS. The latter actually will assume full responsibility for the joint effort. This will result in the consolidation of two sets of records into one set and will afford better management control of blank forms and expedite replenishment of requirements.

b. Manual Accounting.

The accounting records will be changed from machine record to a manual system. This will result in a considerable reduction in the accounting effort in posting and will eliminate the entire machine records workload of card punching, sorting, and listings.

c. Maintain Records by Blank Form Number.

All records will be maintained by form number. At the present time the Forms Management Branch maintains their records by the form number, and DSCS by federal stock number.

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Memo. for the Record, Subj. Meeting on Blank Forms, Cont'd.

d. Stock Status Listings.

Because of the manual maintenance of records it will be impossible to continue to furnish Forms Management Branch with a copy of the Stock Status Listing. To prepare the listing would require DSCS to code a sheet for every transaction, and Machine Records to punch cards, sort, and prepare listings. Chief, Forms Management Branch, agrees to the discontinuance of the listing, but desires that DSCS furnish status information upon request. DSCS agrees to furnishing the information whenever requested.

e. Requisitioning of Standard Forms.

DSCS will requisition standard government forms without reference to Forms Management Branch. Instead, DSCS will furnish FMB a copy of the requisition and/or purchase order initiated for the procurement action. The exception to this procedure will be on requirements for standard forms not previously stocked. When a request is received for blank forms not previously stocked it will be referred to FMB for their approval to requisition, stock, and/or issue.

f. Form 30A (Form Stock Replenishment Notice, Coordination and Approval Record).

DSCS will submit Form 30A's to FMB prior to the preparation of any stock replenishment requisition for Agency blank forms. When the approved Form 30A is received from FMB the requisition need not be sent to FMB for approval; in lieu, the requisition will indicate FMB approval of the Form 30A.

g. Excess and Surplus Forms.

When requested, DSCS will advise FMB as to excess and/or surplus blank forms in stock and will furnish a listing without request once a year.

h. Standard Packaging of Other Government Blank Forms.

DSCS will take action to convert the minimum order quantity from "each" to the quantity indicated in the GSA catalog or other government catalog. The purpose is to reduce the accounting workload, inventory problem, and ease the [REDACTED] problem. 25X1A6a

i. Standard Packaging of Agency Forms.

DSCS will take action to convert the unit of issue from "each" to "package" (100 sheets per package) on all Agency cut-sheet blank forms. DSCS and SMARS will review the issues for all other Agency forms for the previous year and submit a recommendation to FMB relative

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Memo for the Record, Subj. Meeting on Blank Forms, Cont'd.

to what other blank forms should be carried on the records as a standard pack in lieu of "each." FMB will be the reviewing and approving office for these changes.

j. Stockage Objectives for Building Supply Officers.

The preparation of a listing indicating the maximum stockage, (if any), of Agency blank forms authorized in each Building Supply Office was discussed. No action will be taken at this time, but the subject will be held open for further study.

k. List of Blank Forms in Use.

At the present time the Building Supply Office does not have a listing and/or catalog of blank forms used in the Agency. DSCS will check the catalog being prepared by the Catalog Branch to ascertain if it will fulfill this requirement.

l. Procurement Costs for Blank Forms.

DSCS will maintain records on the manual due-in records of procurement costs for blank forms.

m. Status of Form 30A (Form Stock Replenishment Notice, Coordination and Approval Record).

DSCS will maintain a control of Form 30A's forwarded to FMB on the manual due-in record. Chief, FMB was requested to take such action as necessary to expedite the return of these Forms to DSCS. In the past there have been considerable delays in the return and consequently delays in the replenishment of Agency stocks.

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n. Storage and Locator Files.

The [redacted] will store blank forms in form number sequence, except for bulk, in order to expedite storing, issue, and inventory. Locator cards will be used only for bulk items. This will expedite [redacted] processing. The changeover is to be accomplished at the discretion of the Chief, [redacted]

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o. Requisition for Blank Forms.

DSCS has prepared a new form to be used by Headquarters elements to requisition blank forms. The requisitioning office will be able to requisition twenty-six (26) different line items on one page, and only the form number and quantity need be listed. It will be in a set form

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Memo for the Record, Subj. Meeting on Blank Forms, Cont'd.

of four pages. This will eliminate the requirement for reproduction and expedite the processing of requests for blank forms. This new form is still in draft stage and is to be coordinated with FMB prior to implementation.

p. Stockage of a Minimum Quantity of Blank Forms by DSCS.

In order to reduce paper work, [redacted] workload, and expedite supply, DSCS will maintain a minimum quantity of blank forms (maximum stockage of four file cabinets) which will be used to fill requirements of less than the minimum issue quantity and also to fill small quantity requirements. Small quantities to fill Field requests would be handled through [redacted] channels. The issue to the DSCS shelf stock would be posted as a regular issue and this would preclude the posting of the individual issues. Requirements of this type would be completed in less than fifteen minutes per issue.

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q. Inventories.

With a manual stock record system and stockage by form number a perpetual inventory can be taken between DSCS and [redacted] personnel, thus eliminating the requirement for scheduled inventory.

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r. Federal Stock Numbers on Agency Forms.

Inasmuch as the Agency forms will be accounted for and stocked by the form number, it may now be possible to discontinue the requirement for a local type (H) federal number being assigned. Based on a previous cost estimate of \$20.00 for each local number assigned and catalogued, this could be a considerable saving.

s. Preparation of Purchase Orders on GSA for Standard Blank Forms.

Verbal coordination has been accomplished between DSCS and Procurement Division relative to DSCS preparing the Purchase Order on GSA with PD signing off as approving. This will completely eliminate the processing of a requisition to PD telling them what to requisition. This will reduce workload and expedite the procurement of GSA blank forms.

t. Standard Forms with Agency Federal Stock Numbers (H) Assigned.

There are a number of standard forms with federal stock numbers (H) assigned. DSCS is to review these to ascertain if they should have a DOD federal stock number and also if they could be procured through GSA.

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Memo for the Record, Subj. Meeting on Blank Forms, Cont'd.

u. Diversion of a Portion of Procurement of New Agency Forms to Building Supply Officers.

Chief, FMB has requested that a procedure be worked out so that a portion of all new Agency blank forms be diverted to the BSOs from the [REDACTED]. It was agreed to work out a procedure the next time a new Agency blank form is procured. FMB will indicate the delivery points on the [REDACTED] request, and DSCS will coordinate with the BSOs so that they will advise when delivery is received.

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Chief, Stock Control Section

Distribution:

- 2 - Each Person in Attendance
- 1 - Chief, Supply Division
- 1 - Deputy Chief, Supply Division
- 1 - SEU
- 3 - [REDACTED]
- 2 - ICB

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OL/SD/DSCS/s [REDACTED] /8754 (17 Nov 1958)

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